

MEMORANDUM FOR: Deputy Director of Personnel for  
Special Programs

SUBJECT : Program Call: Fiscal Year 1974 - 1978  
Retirement Affairs Division

A. Progress Toward Current Objectives

1. General Objectives

The general objectives of the Retirement Affairs Division are to offer full range of retirement related services to Agency managers, staff and contract employees and retirees. These services include pre-retirement counseling and informational services (individual and group seminars); assistance to prospective retirees and resignees in preparing for and obtaining post-Agency employment; preparation and processing of retirement applications; post-retirement services to annuitants and survivor annuitants and administrative management of the Voluntary Investment Plan.

2. Specific Progress on Primary Objectives

a. Pre-Retirement Counseling and Informational Services

The employee pre-retirement counseling and information program has continued to meet all individual pre-retirement counseling, and assistance requests levied upon the Division. Group counseling in the form of the annual Retirement Information Seminar and career

service component requests for special group briefings have been accommodated by advance scheduling. This capability is expected to exist so long as the Deputy Directors agree to provide qualified officers on a detail basis to RAD for this purpose.

b. Assistance to Prospective Retirees and Resignees in Preparing for and Obtaining Post-Agency Employment

Modifications and innovations instituted in our "case load" records system has provided a more responsive capability to identify relative priorities in providing job-search counseling and direct placement assistance to our clientele. The need for more intensive pre-job search preparation of our job-seekers prior to their contact with prospective employers has been recognized and more emphasis is now placed on this facet of our services. While our job-placement capabilities are relatively modest and related to the limited staff available to RAD for these activities, this past year has shown a satisfying increase in the number of placements directly attributable to the efforts of these staff members.

c. Preparation and Processing of Retirement Applications

The transfer of five ceiling allowances to RAD in September 1970, to our Retirement Operations Branch provided RAD with the capability to adequately meet the

continuing increase in the pre-retirement and retirement processing work load. The additional staff members assigned to ROB were trained and functioning in time to handle the highest number of retirements in the history of the Agency. No difficulties are anticipated in meeting our normally increasing work loads - including short term "bulges" induced by COLI, etc.

d. Post-Retirement Services to Annuitants and Survivor Annuitants

The number of CIARDS annuitants and survivor annuitants who are administered by ROB/RAD has been considerably increased by the early exodus of eligibles in FY-1971. The one staff officer with primary responsibility for this program has been able to satisfactorily handle the normal flow of services. Some supplemental assistance from other ROB staff personnel is occasionally required (such as handling mass correspondence notification of "open-season" for changes in health insurance coverage, etc.). An additional staff officer may be required for this function by FY-1973 as actuarial patterns are realized (i. e. - death of annuitants begets an average of three new survivor annuitants to serve).

c. Administrative Management of the Voluntary Investment Plan

Since last Program Call, the VIP has been installed

and implemented as a supplemental voluntary pension system in the Agency. Evolution of the Plan from the developmental to the operating phase occurred in April 1971, (opening of enrollments) to 25 June 1971, when the initial share purchases were made. All basic systems and procedures are functioning in an effective manner. Not unexpectedly, a number of system (computer and administrative) and procedural modifications have had to be made to correct problems and more are expected to be necessary as we encounter more experiences in the operation of this program. Additional computer programs are currently needed and being developed by OCS to meet the on-going requirements of the Board of Trustees and Agency management.

RAD has two officers assigned to handle the OP related responsibilities of the VIP and at this point anticipate this will be adequate coverage for the foreseeable future.

3. Reduction of Anticipated Responsibilities

In the last Program Call it was anticipated that the Agency would implement the Non-Staff Annuity Plan.

Approval in principle had been granted subject to completion of the administrative systems and procedures. Legislative changes by congress in December 1970, included provisions which eliminated the

need for the Agency to apply the Non-Staff Annuity Plan for the majority of the employees concerned.

RAD and CPD/OP collaborated in a joint project to identify employees presently on board and already retired under CIARDS, who had non-staff time that was now creditable for retirement. Action was taken to verify this service, and all employees, retirees and survivors affected were contacted for proper resolution of each individual case.

B. Objective Fiscal Years 1974 - 1978

The primary objective is to continue to offer the full range of retirement services to staff and contract personnel and to the population of retired CIARDS employees and their survivors. In this context, the Voluntary Investment Plan is included as a retirement-related service. A collateral, although sub-, objective remains the continuing effort to improve all retirement services.

C. New Programs

None

D. Significant Changes in Existing Programs

RAD will, early in the period of this Program Call, make the following changes to existing programs:

1. Termination of the Non-Staff Annuity Plan. This was begun in FY-1972 and will be completed before the subject period.
2. Full implementation of the Voluntary Investment Plan will be realized, all procedures and systems will be improved, and the Plan will offer additional options for investment in line

3. The policy of retirement of contract employees and career agents at age 60 will be implemented, and during subject period those retirements beyond age 60 necessitated by the initial announcement of this policy will have taken place.
4. Incentives for inducing early retirement will continue to be explored and examined as new situations suggest new approaches.
5. RAD will improve, and possibly expand, the program of field

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E. Resources Required

1. Detailees

RAD assumes that four detailees will continue to be made available from the other Directorates for the counseling functions.

2. CIARDS Annuitant and Survivor Program

This one facet of the retirement program which can only increase as the number of annuitants and survivors increases. In the Program Call for the period FY-1972 - 1976, RAD foresaw a need for the addition of a GS-05 clerk typist to this function. Although this addition was not made in FY-1972 as anticipated, it will be necessary during subject period.

3. Voluntary Investment Plan

No additions of personnel will be required above the positions

established in FY-1972.

4. Reductions in Personnel

None planned for subject period.